

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

January 5, 2017

MEMBERS PRESENT: Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Mary Frances Coleman, Jean Davis and Matt Rowe.

MEMBERS ABSENT: None

OTHERS PRESENT: Town Manager Stephen Manster, Town Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Lt. Wendy Jones and Town Attorney Andrea Erard

AUDIENCE: Steve Hoskins

The Mayor called the meeting to order at 7:30 P.M. and led the group in the Pledge of Allegiance to the Flag of the United States of America. Council member Otis Wright followed with the invocation.

DELEGATIONS/PUBLIC COMMENTS:

The Mayor called for public comments. Hearing none, he closed the public comments portion of the meeting.

The Mayor presented the Chief with Resolution R-2017-001 expressing appreciation to Steven Hoskins for his dedicated service to the Town of Bowling Green.

Motion was made by Mr. McDearmon to approve Resolution R-2017-001. The Motion was seconded by Ms. Davis and approved by a 7-0 vote. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

ORGANIZATIONAL ITEMS:

A. Election of Vice-Mayor -

On motion by Mr. Wright, seconded by Ms. Davis, Council voted to elect Glenn McDearmon as Vice-Mayor. Voting Aye: Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

B. Mayoral appointment of Committee assignments – The Mayor made the following appointments:

- Budget Committee: Chair - Jean Davis, Member - Mark Gaines
- Water Sewer & Trash: Chair – Otis Wright, Member - Martin Hauser
- Economic Development, Activities & Tourism: Chair – Glenn McDearmon, Member - Matt Rowe
- Public Health, Safety & Personnel: Chair – Matt Rowe, Member - Glenn McDearmon
- Ordinances, Licenses & Permits: Chair - Martin Hauser, Member - Mary F. Coleman
- Streets and Sidewalks: Chair- Mark Gaines, Member - Jean Davis
- Building and Grounds: Chair- Mary F. Coleman, Member - Otis Wright

The Mayor thanked all Council members in advance for all their hard work for the upcoming year.

C. Setting of date and time for regularly scheduled monthly Council meetings -

On Motion made by Mr. Rowe, seconded by Mr. Wright, Council voted to set the 1st Thursday of each month at 7:30 P.M. at Town Hall for monthly Council meetings. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

D. Review and adoption of Town Council Guidelines for Public Comments -

On motion made by Mr. Gaines seconded by Mr. McDearmon, Council voted to adopt the Town Council Guidelines for Public Comments as presented. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

CONSENT AGENDA:

A. Bills – December 2016

A & M Home Center	235.18	Applied Industrial	110.67
At Once Staffing	855.98	Caroline County Sheriff’s	234.00
Cintas Corporation	15.40	Cintas Of Richmond	505.55
Creative Catering 4U	400.00	Crown Trophy #103	227.50
Dominion Virginia Power	5445.06	Envirocompliance	1655.00
Erard, Andrea	1575.00	Fire Safety Systems	820.99
G & G Milford Farm	274.96	HD Supply Waterworks LTD	511.20
IBM Corporation	854.59	James, Mary	140.00
John Allison	280.00	Johnson, Jamal	100.00
Johnson’s Exterminating	615.00	K L Langford Excavating	7120.00
Local Services	336.00	McGinley Michelle B	105.00
Mid-Atlantic Lab	415.00	Minor & Associates	2208.75

On Site Testing	150.00	Patterson Construction	19886.95
Pro Shred Security	45.00	Rappahannock Elec Coop	414.98
SOSMetal Products	164.65	Staples Advantage	431.36
Stemmle Plumbing Repair	1250.00	Sunbelt Rentals INC	936.90
The Lincoln National	115.92	Thompson Building Corp	78.94
Treasurer Of Virginia	731.43	Treasurer Of Virginia	28.00
USA Blue Book	594.55	Verizon	276.46
Verizon Wireless	239.53	VML Insurance	6028.28
VUPS	27.30	Waste Management	8337.65
Webb, Emily	140.00	White Oak Electric	1155.20
Xerox Corporation	191.63	*At Once Staffing	454.50
*Childs, Lakiesha	150.00	*McLeod, Ricky	600.00
*Saphir, Mac	100.00	*Smith, Nakesha	150.00
*Terry, Gayle	150.00	*Cash	400.00
*G H Watts Construction	35950.00	*At Once Staffing	1378.65
*Newton, Tysha	100.00	*Shell Fleet Plus	486.81
*The Caroline Progress	694.00	*US Postal Service	110.00
*VISA	782.67	*At Once Staffing	886.28
*Flanagan, Tina	150.00		

***Bills previously or separately authorized by Council.**

The Mayor noted that the December minutes should be removed from the Consent agenda, as the Town Clerk felt there were errors in the minutes and were not ready to be approved at this time.

There was no discussion by Council upon reviewing the Consent Agenda.

Upon Motion by Ms. Davis with a second by Ms. Coleman, Council voted to approve the Consent Agenda with removal of the December 1, 2016 minutes. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

STAFF REPORTS:

The following informational items were noted:

A. Town Hall Rentals Report – December 2016

B. Clerk/Treasurer’s Report – December 2016

Quarterly Budget Analysis - Ms. Lewis asked Council if there were any questions upon reviewing her report. She stated that if any question should arise following the

meeting Council members could call to office and she would be happy to respond.

Update on 2016 Real Estate and Personal Property tax collection - Ms. Lewis stated that the Town has collected \$55,000.00 in Tax District Taxes and have collected quite a bit of the back Tax District taxes.

Ms. Lewis asked that Council Members use their townofbowlinggreen.com email address for Town business correspondence as was recommended by the Town Attorney. She advised that she had set up new email addresses for members new to Council. She asked Council to let her know they had accessed their email addresses so that she could start sending out the packets and correspondence through Town email.

Ms. Lewis advised that there were packets with all the Ordinances that affect the Town Code since it was re-codified in 2010.

There was no discussion upon reviewing the December 2016 Staff Reports.

NEW BUSINESS:

A. Police Department Report – December 2016 – Lt. Jones reported that there were 5 calls responded to by the Town Police, none of which involved a reportable crime.

Lt. Jones reported that the State Police website had been checked and one new sex offender had been registered as residing in the Town and it also showed one moved out of the Town.

Lt. Jones also stated that the Town Officers had given 5 summonses for speeding, three warnings for other traffic offences. Ten warnings for fire lane and parking violations were given by the Town Police.

Deputies gave six warnings and no summons in Town for December. There was one reportable crime (larceny) that the Caroline County Sheriff's office responded to in the Town. There was no speed log conducted for the month.

B. Town Manager's Report- January 2017

Water Treatment and Metering Project: The Town Manager stated that two proposals have been received from engineering consultants to date and he will be meeting with the Water, Sewer, and Trash committee to review the proposals and bring a recommendation to Council in February.

Update on Interim Financing for Route 301 Refinance and South Main Street Sewer Project: The Town Manager stated VML/VACO Finance has issued a Request for Proposals to financial institutions on behalf of the Town of Bowling Green in order to seek the best terms for the Town's interim financing for the noted project. Mr. Manster stated that he took a copy of the proposal over to Union Bank and expressed the desire to work with Union in hopes to obtain a good rate since they have all of the Town's

resources at the bank. The Proposals need to be submitted to VML by January 19, 2017.

The Town Manager advised that he would like to set up meetings with the Personnel Committee and Budget Committee for next week with the primary topic being health insurance for Town employees. He asked that the members of both committees meet with him following this evening's meeting to schedule committee meetings.

The Town Manager also advised that he wanted to meet with the Water, Sewer, and Trash Committee next week to review the proposals and begin discussing the water treatment and metering projects. He asked that the members of the Budget Committee meet with him following this evening's meeting to schedule a Budget Committee meeting.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

The Mayor stated that first assignment to the Personnel Committee, after they deal with the health insurance issue, will be to come up with a game plan for filling the vacancy of the Police Chief position.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health, Safety and Personnel - Mr. Rowe stated that the Personnel committee had been very busy.

B. Water, Sewer and Trash – There was no report from the Water, Sewer and Trash Committee

C. Ordinance, Licenses, and Permits – There was no report from Ordinance, Licenses and permits committee.

D. Streets and Sidewalks – There was no report from the Streets and Sidewalks Committee.

E. Buildings and Grounds – There was no report from the Buildings and Grounds Committee.

F. Budget – There was no report from the Budget Committee.

G. Economic Development, Activities, and Tourism – There was no report from the

Economic Development, Activities, and Tourism Committee.

Mr. McDearmon stated that Council is looking forward to the new Mayor's leadership and they will be here to support him.

Mr. Rowe asked if the Town Attorney and Town Manager had looked at the zoning proposal he had submitted and if they had any feedback. The Town attorney advised that she had looked at it but she did not like it as presented. The Town Attorney asked if she could schedule a time to meet with Mr. Rowe to discuss the proposal in more depth. Mr. McDearmon suggested that the proposal be assigned to the Ordinance, Licenses, and Permits Committee for recommendation.

Mr. Gaines asked the Mayor if an interim Police Chief could be appointed during closed session. The Town Attorney advised that in terms of hiring a Town Manager or Police Chief the law does not allow you to discuss the process in general terms during closed session, but Council can talk about the candidates that you are considering hiring. The Town Attorney stated that if Council desired, they could add the appointment of interim Police Chief to the closed session.

Ms. Davis asked if the Town is required to have a Police Department. The Town Attorney advised that it was not.

The Mayor asked for a motion to go into closed session pursuant to §2.2-3711 (A)(1) of the Code of Virginia for the purpose of discussion and consideration of the duties, assignment, promotion, salary, and hiring of Town Manager, as well as the appointment of a new Town Manager and an interim Police Chief.

CLOSED SESSION: At 7:57 P.M., on Motion by Mr. McDearmon, seconded by Mr. Gaines, Council voted to go into Closed Session pursuant to VA Code §2.2-3711(A)(1) for the purpose of discussion and consideration of appointment, duties, performance and salary and hiring of Town Manager, as well as the appointment of interim Police Chief. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

OPEN SESSION: At 8:35 P.M., on Motion by Mr. McDearmon, seconded by Ms. Davis, Council voted to come out of closed session. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

CERTIFICATION: Council voted to certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, as stated above, and only such public business matters as were identified in the motion by which the closed meeting was convened were

discussed or considered in the meeting by the Council:

McDearmon.....Aye	Wright.....Aye
GainesAye	HauserAye
Coleman.....Aye	DavisAye
Rowe.....Aye	

The Mayor asked for further discussion on the matters discussed during closed session. Mr. McDearmon asked who controls the hours that the Police Department staff works. The Town Manager replied that the Town Council sets the scheduled hours through the Town Manager. In response to a question from Mr. McDearmon, Mr. Manster stated that Lt. Jones and Officer Honeycutt would be picking up extra shifts to compensate for the Police Chief’s hours. He noted that neither officer would work more than 29 hours per week so as to remain in part-time status.

ADJOURNMENT: There was a motion made by Mr. Rowe, seconded by Ms. Davis, to adjourn at 8:40 P.M. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

